

### Critical Initiative

Increase reading proficiency for grade 11 by 6% from 39% to 45% as measured by the ACT give in Spring 2022.

**Objective:**

All eleventh-grade students will increase proficiency in Reading as measured by the ACT.

### Activity

Implement explicit instruction on a daily basis.

**Person responsible:** ELA Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

**Financial Resource:** \$11000.00

**Source of Funding:** State Technology Funds

**Other Resource:** MasteryPrep ACT

Elements

Albert.io

**Activity Measure(s)**

**Benchmark(s)**

Teacher Lesson Plans

Benchmark:

Date:

ACT scores

# Activity

ACT Boot Camp

**Person responsible:** Enrichment Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:** Mastery Prep Books

**Activity Measure(s)**

**Benchmark(s)**

Teacher Lesson Plans

Benchmark:

**Date:**

ACT scores

### Critical Initiative

Increase math proficiency for grade 11 by 7% from 23% to 30% as measured by the ACT given in Spring 2022.

**Objective:**

All eleventh-grade students will increase proficiency in Math as measured by the ACT.

### Activity

Implement explicit instruction on a daily basis.

**Person responsible:** Math Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

**Financial Resource:** \$2000.00

**Source of Funding:**

**Other Resource:** MasteryPrep ACT Elements

**Activity Measure(s)**

**Benchmark(s)**

Teacher Lesson Plans

Benchmark:

Date:

ACT scores

### Activity

ACT Boot Camp

**Person responsible:** Enrichment Teachers

**Launch Date:** 08/04/2020

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:** Mastery Prep Books

**Activity Measure(s)**

**Benchmark(s)**

Teacher Lesson Plans

Benchmark:

Date:

ACT scores

**Critical Initiative**

All teachers will incorporate purposeful, research-based, technology rich lessons with high impact instructional strategies that will enhance student learning.

**Objective:**

All 9th, 10th, and 12th grade students will increase proficiency in Reading as measured by STAR.

Activity

Implement explicit instruction on a daily basis.

**Person responsible:** ELA Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

**Financial Resource:** \$0.00

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

Teacher Lesson Plans

Benchmark:

Date:

STAR Reports

### Critical Initiative

All teachers will incorporate purposeful, research based, technology rich lessons with high impact instructional strategies that will enhance student learning.

**Objective:**

All 9th, 10th, and 12th grade students will increase proficiency in Math as measured by STAR.

### Activity

Implement explicit instruction on a daily basis.

**Person responsible:** Math teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource: \$0.00

Other Resource:

Source of Funding:

**Activity Measure(s)**

Teacher Lesson Plans

**Benchmark(s)**

Benchmark:

Date:

STAR Reports

**Critical Initiative**

GHS will bring awareness to the importance of attendance through Blackboard, school marquis, and incentives.

**Objective:**

GHS will improve the percentage of non-chronically absent students for grades 9-12 by 1% from 93% to 94%.

Activity

GHS will monitor attendance using PowerSchool.

**Person responsible:** Administration and attendance specialist

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Attendance reports

Benchmark:

Date:

Early warning meetings

Home visits

**Critical Initiative**

Teachers and administrators will meet monthly for Data/PST meetings to review, attendance, discipline, and academic data.

**Objective:**

GHS will decrease the gap between ODR, ISS, and OSS by 5%.

Activity

Monthly Data/PST grade level meetings

**Person responsible:** Teachers and administrators

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

PST spreadsheets

**Benchmark(s)**

Benchmark:

Date:

**Critical Initiative**

Increase positive referrals from the 2021-2022 school year by 5% in Bloom.

**Objective:**

GHS will decrease the gap between ODR, ISS, and OSS by 5%.

Activity

Implementing restorative conversations

**Person responsible:** Classroom Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Monthly Bloom Reports

Benchmark:

Date:

PBIS Team Meetings and Updates



**Critical Initiative**

Increase the 4-year graduation rate by 2% from 88% to 90% during the 2021-2022 school year.

**Objective:**

GHS will increase the graduation rate and college and career indicators attained.

Activity

Credit Recovery

**Person responsible:** Classroom teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Edgenuity

Benchmark:

Date:

**Critical Initiative**

Increase the students attaining a college and career readiness indicator by 2% from 91% to 93% during the 2021-2022 school year.

**Objective:**  
 GHS will increase the graduation rate and college and career indicators attained.

Activity

State Recognized Credential

**Person responsible:** Business Tech Teachers

**Launch Date:** 08/04/2021

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

State Recognized Certification Verification

**Benchmark(s)**

Benchmark: Date:

**Critical Initiative**

The ELL, content area, and collaborative teachers will use student assessment data to determine ELL student's weaknesses and strengths when planning for instruction during the year.

**Objective:**

EL will attain English proficiency by attaining a composite score of 4.8 or higher within 5 years.

Activity

Review WIDA/ACCESS results and develop plan.

**Person responsible:** Core & collaborative teachers, ESL specialist

**Launch Date:** 08/05/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

WIDA/ACCESS scores

**Benchmark(s)**

Benchmark:

Date:

**Critical Initiative**

Assist teachers in moving from static, text-based resources to dynamic, interactive, adaptive, multimedia content powered by devices that engage, empower, & connect students to all forms of learning.

**Objective:**

Prepare and support teachers and leaders to graduate CCR students.

Activity

Provide PD to develop digital tool strategies.

**Person responsible:** Teachers and administration

**Launch Date:** 08/05/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

**Benchmark(s)**

Lesson plans

Benchmark:

Date:

PD sign in sheets

Technology surveys

**Critical Initiative**

Provide best practice lessons, web resources, & experiences that provide students with opportunities to demonstrate and develop creative thinking, collaboration, communication, & products with tech.

**Objective:**

Educators and students will have tools to access a comprehensive viable infrastructure as needed.

Activity

CCRS PD

**Person responsible:** Core teachers, LMS, IT support, administration

**Launch Date:** 08/05/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

**Benchmark(s)**

Lesson plans

Benchmark:

Date:

PD sign in sheets

Technology surveys

**Critical Initiative**

Provide all students with a digital device and support 21st century learning.

**Objective:**

Engage and empower the learner through technology.

Activity

Digital citizenship instruction

**Person responsible:** Core teachers and LMS

**Launch Date:** 08/05/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

Lesson plans

**Benchmark(s)**

Benchmark:

Date:

Technology surveys

**Critical Initiative**

Review Test Scores - Identification

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

Activity

Review Test Scores

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The instructional leadership team will review the school's PreACT and ACT results to identify students in the below and low average classifications on the ACT reading and math sections.

**Benchmark:**

**Date:**

ATSI

### Critical Initiative

Review Test Scores - Standards

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Review test scores - standards

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Review each student's assessment results to identify standards that have not been mastered.

Benchmark:

Date:



ATSI

### Critical Initiative

Small Groups

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Small groups

**Person responsible:** SPED and Classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Develop small groups in transitional classes based on the interferences (standards not mastered).

Benchmark:

Date:

ATSI

### Critical Initiative

Bell Ringer

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Bell Ringer

**Person responsible:** Administration and classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

Regular education classes will use ACT bell ringer activities in English, Math, Science, and Social Studies classes daily.

**Benchmark(s)**

Benchmark:

Date:

ATSI

### Critical Initiative

Bell Ringer Review

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Bell Ringer Review

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Special Education teachers will review bell ringers with students in small groups based on interferences.

Benchmark:

Date:

ATSI

### Critical Initiative

Recruitment in ACT Prep

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Recruitment in ACT Prep

**Person responsible:** Counselors

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Students in targeted groups will be recruited to take the ACT prep course based upon PreACT data.

Benchmark:

Date:

ATSI

### Critical Initiative

Progress Monitoring

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

### Activity

Progress Monitoring

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Progress monitor using STAR once per month to identify the level of student mastery in transitional classes.

Benchmark:

Date:

**Critical Initiative**

Bi-Monthly Meetings

**Objective:**

100% of subgroup will increase student growth by 10% in reading as measured by the ACT.

Activity

Bi-Monthly Meetings

**Person responsible:** Leadership Team and Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**  
**Other Resource:**

**Source of Funding:**

**Activity Measure(s)**

The math and English departments will meet twice per month to review, plan to discuss student mastery, identify successes and weaknesses, and/or make revisions. Department heads will meet with administration monthly.

**Benchmark(s)**

**Benchmark:**

**Date:**

**Critical Initiative**

Review Test Scores - Identification

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

Activity

Review Test Scores

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The instructional leadership team will review the school's PreACT and ACT results to identify students in the below and low average classifications on the ACT reading and math sections.

**Benchmark:**

**Date:**

ATSI

### Critical Initiative

Review Test Scores - Standards

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

### Activity

Review test scores - standards

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Review each student's assessment results to identify standards that have not been mastered.

Benchmark:

Date:



Critical Initiative

Small Groups

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

Activity

Small groups

**Person responsible:** SPED and Classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Develop small groups in transitional classes based on the interferences (standards not mastered).

Benchmark:

Date:

ATSI

Critical Initiative

Bell Ringer

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

Activity

Bell Ringer

**Person responsible:** Administration and classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

Regular education classes will use ACT bell ringer activities in English, Math, Science, and Social Studies classes daily.

**Benchmark(s)**

Benchmark:

Date:

ATSI

### Critical Initiative

Bell Ringer Review

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

### Activity

Bell Ringer Review

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Special Education teachers will review bell ringers with students in small groups based on interferences.

Benchmark:

Date:

ATSI

### Critical Initiative

Recruitment in ACT Prep

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

### Activity

Recruitment in ACT Prep

**Person responsible:** Counselors

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Students in targeted groups will be recruited to take the ACT prep course based upon PreACT data.

Benchmark:

Date:

ATSI

### Critical Initiative

Progress Monitoring

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

### Activity

Progress Monitoring

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Progress monitor using STAR once per month to identify the level of student mastery in transitional classes.

Benchmark:

Date:

**Critical Initiative**

Bi-Monthly Meetings

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in reading as measured by the ACT.

Activity

Bi-Monthly Meetings

**Person responsible:** Leadership Team and Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The math and English departments will meet twice per month to review, plan to discuss student mastery, identify successes and weaknesses, and/or make revisions. Department heads will meet with administration monthly.

**Benchmark:**

**Date:**

**Critical Initiative**

Review Test Scores - Identification

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Review Test Scores

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The instructional leadership team will review the school's PreACT and ACT results to identify students in the below and low average classifications on the ACT reading and math sections.

**Benchmark:**

**Date:**

**Critical Initiative**

Review Test Scores - Standards

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Review Test Scores - Standards

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Review each student's assessment results to identify standards that have not been mastered.

Benchmark:

Date:



Critical Initiative

Small Groups

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Small groups

**Person responsible:** SPED and Classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Develop small groups in transitional classes based on the interferences (standards not mastered).

Benchmark:

Date:

ATSI

Critical Initiative

Bell Ringer

**Objective:**  
 100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Bell Ringer

**Person responsible:** Administration and classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

Regular education classes will use ACT bell ringer activities in English, Math, Science, and Social Studies classes daily.

**Benchmark(s)**

Benchmark: Date:

ATSI

### Critical Initiative

Bell Ringer Review

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

### Activity

Bell Ringer Review

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Special Education teachers will review bell ringers with students in small groups based on interferences.

Benchmark:

Date:

ATSI

### Critical Initiative

Recruitment in ACT Prep

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

### Activity

Recruitment in ACT Prep

**Person responsible:** Counselors

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Students in targeted groups will be recruited to take the ACT prep course based upon PreACT data.

Benchmark:

Date:

ATSI

**Critical Initiative**

Progress Monitoring

**Objective:**  
 100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Progress Monitoring

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:  
 Other Resource:

Source of Funding:

**Activity Measure(s)**

Progress monitor using STAR once per month to identify the level of student mastery in transitional classes.

**Benchmark(s)**

Benchmark: Date:

**Critical Initiative**

Bi-Monthly Meetings

**Objective:**

100% of subgroup will increase student growth by 10% in math as measured by the ACT.

Activity

Bi-Monthly Meetings

**Person responsible:** Leadership Team and Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The math and English departments will meet twice per month to review, plan to discuss student mastery, identify successes and weaknesses, and/or make revisions. Department heads will meet with administration monthly.

**Benchmark:**

**Date:**

**Critical Initiative**

Review Test Scores - Identification

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

Activity

Review Test Scores

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

**Financial Resource:**

**Source of Funding:**

**Other Resource:**

**Activity Measure(s)**

**Benchmark(s)**

The instructional leadership team will review the school's PreACT and ACT results to identify students in the below and low average classifications on the ACT reading and math sections.

**Benchmark:**

**Date:**

**Critical Initiative**

Review Test Scores - Standards

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

Activity

Review Test Scores - Standards

**Person responsible:** Administration, classroom and SPED teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Review each student's assessment results to identify standards that have not been mastered.

Benchmark:

Date:



ATSI

**Critical Initiative**

Small Groups

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

Activity

Small groups

**Person responsible:** SPED and Classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Develop small groups in transitional classes based on the interferences (standards not mastered).

Benchmark:

Date:

ATSI

**Critical Initiative**

Bell Ringer

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

Activity

Bell ringer

**Person responsible:** Administration and classroom teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Regular education classes will use ACT bell ringer activities in English, Math, Science, and Social Studies classes daily.

Benchmark:

Date:

ATSI

### Critical Initiative

Bell Ringer Review

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

### Activity

Bell Ringer Review

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Special Education teachers will review bell ringers with students in small groups based on interferences.

Benchmark:

Date:

ATSI

### Critical Initiative

Recruitment in ACT Prep

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

### Activity

Recruitment in ACT Prep

**Person responsible:** Counselors

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Students in targeted groups will be recruited to take the ACT prep course based upon PreACT data.

Benchmark:

Date:

ATSI

### Critical Initiative

Progress Monitoring

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

### Activity

Progress Monitoring

**Person responsible:** SPED Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

Progress monitor using STAR once per month to identify the level of student mastery in transitional classes.

Benchmark:

Date:

Critical Initiative

Bi-Monthly Meetings

**Objective:**

100% of subgroup will demonstrate increased achievement by 5% in math as measured by the ACT.

Activity

Bi-Monthly Meetings

**Person responsible:** Leadership Team and Teachers

**Launch Date:** 02/15/2019

**Required Resource(s):**

Financial Resource:

Source of Funding:

Other Resource:

**Activity Measure(s)**

**Benchmark(s)**

The math and English departments will meet twice per month to review, plan to discuss student mastery, identify successes and weaknesses, and/or make revisions. Department heads will meet with administration monthly.

Benchmark:

Date: